





## INSTRUCTIONS FOR RECEIVING SHIPMENTS IN DESTINY TEXTBOOK MANAGER

All shipments from the Instructional Materials Office must be received in Destiny Textbook Manager. The steps for assigning the barcodes have been modified in an effort to get the materials shipped out to schools as quickly as possible.

- Login to Destiny Textbook Manager. <http://textbooks.ed.sc.gov>
- Click on the RED FLAG/PROCESSING NEEDED in the top right corner.
- The order will be showing under SHIPPED. Click on the ORANGE TRUCK to the right of the order information.
- Click SHOW MORE to the right of the shipment(s) information.

Each title will be listed showing the quantity shipped. The textbooks shipped may already have "SDE....." barcode labels on them, or they may have been shipped without barcodes. All copies shipped will be showing as UNBARCODED.

Shipments

Date Shipped ▼	Carrier	Tracking Number	Weight	Value		
8/22/2012	Estes	0321836930	1937	\$29,294.65		
Show Less ▲						
-- Shipped/Received --						
Title/Price	Ordered	Canceled	Barcoded	Unbarcoded	Value	
 <a href="#">Century 21 Accounting Advanced, 9th Edition</a> (State ID: 0980040) \$66.00	20	0	0/0	20/0	\$1,320.00	
			 Receive			
 <a href="#">Holt McDougal Larson Common Core Edition Algebra 2 -- Student Edition with 6-Year Online Access</a> (State ID: 1020150) \$62.10	125	0	0/0	125/0	\$7,762.50	
			 Receive			

- Click RECEIVE. 

Continued on back.....

**If the textbooks already have the “SDE.....” barcode label on them:  
(If textbooks are not barcoded, see next step.)**

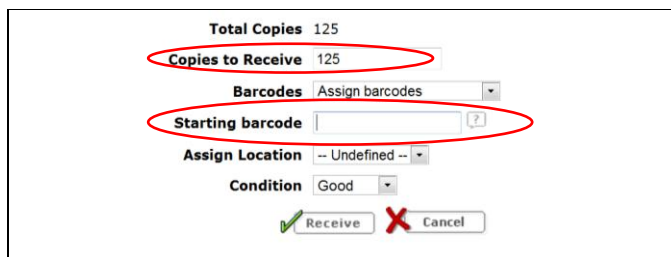
- Scan the barcode on the back of the textbook as the “Starting barcode” and click RECEIVE. Repeat this for each barcode label. The “Total Copies” count will be reduced by one each time you click Receive.



Total Copies 125  
Copies to Receive 1  
Barcodes Assign barcodes  
Starting barcode   
Assign Location -- Undefined --  
Condition Good

**If the textbooks are new or not already barcoded, you will assign new barcodes using the “SDE.....” labels you have on sheets at the school/district.**

- Enter the total quantity next to “Copies to Receive” and scan your starting barcode number next to “Starting Barcode”. Click Receive. Please be certain the sheets of labels are in sequence before assigning the barcodes.



Total Copies 125  
Copies to Receive 125  
Barcodes Assign barcodes  
Starting barcode   
Assign Location -- Undefined --  
Condition Good

If you have any questions or concerns, please contact the Instructional Materials Office at 803-832-8210 or toll free 888-202-3953.

Thank You.